

INSTRUCTIONS FOR OBTAINING BACKGROUND CHECKS ON OAHU FOR CHILD CARE SERVICES (SUBSIDIES)

Hawaii Revised Statutes (HRS) Sections 346-152.5 and 346-154 requires all child care providers who are caring for DHS subsidized children to be processed for a criminal history and child or adult abuse/neglect records clearances. The initial check requires that fingerprints be forwarded to the Federal Bureau of Investigation for a national records check; thereafter, only a record check of local files will be required annually. (Note: If an individual has left the State of Hawaii or has been away from child care for six consecutive months or more, the individual shall be required to undergo a fingerprint check again.)

The background check process shall be initiated for each individual by completing and signing a DHS 948 (08/19/13) "Authorization for Background Check and to Release Findings" form. Once this form is completed, follow these steps, depending on your situation:

PART I: INITIAL REQUESTORS REQUIRING FINGERPRINT CHECK:

1. For license-exempt child care centers, please designate one person as the **Contact Person** to schedule fingerprint appointments for multiple staff.
2. First-To-Work (FTW) client's providers should contact the client's assigned FTW unit to schedule the fingerprint appointment.
3. The Contact Person or individual shall call one of the units closest to the individual's home or child care facility to schedule fingerprint appointments at the following offices:

Downtown First-To-Work Unit 1

333 N. King Street, Room 100
Honolulu, HI 96817
Phone: 587-3850

Downtown First-To-Work Unit 2

677 Queen Street, Suite 400A
Honolulu, HI 96813
Phone: 587-5250

Kailua First-To-Work Unit

354 Uluniu Street, Room 401
Kailua, HI 96734
Phone: 266-9620

Wahiawa First-To-Work Unit

1008 California Ave., Building B
Wahiawa, HI 96786
Phone: 622-6314

Waianae First-To-Work

601 Kamokila Blvd., Room 138
Kapolei, HI 96707
Phone: 692-7760

Waipahu First-To-Work Unit

94-275 Mokuola Street, Room 105
Waipahu, HI 96797
Phone: 675-0081

Child Care Licensing Unit I

Pohulani Elderly Housing Project
677 Queen Street, #400A
Honolulu, HI 96813
Phone: (808) 587-5266

Child Care Licensing Unit II

Waipahu Civic Center
94-275 Mokuola St., Rm. 203
Waipahu, HI 96797
Phone: (808) 675-0470

2. The FBI fingerprinting may be conducted at the following DHS office location:
(Write the office location, date & time given by the DHS staff member)

The designated Contact Person should call to cancel as soon as the individual knows that he/she cannot keep the appointment.
3. All persons requiring background checks must complete Page 1 and Page 2, Part I.A. through I.E. of the DHS 948 (08/19/13) form, prior to presenting themselves at the DHS office for processing.
4. Please be *on time*, since appointments are scheduled every 15 minutes. Individuals will be rescheduled if they are more than 5 minutes late.
6. The FBI charges \$16.50 fee for each fingerprint clearance request for child care purposes. At the time of fingerprinting, each individual must provide a Cashier's Check or Money Order payable to: **Hawaii Criminal Justice Data Center**. One money order/cashier's check may be submitted for two or more individuals who fingerprint at the same time. Cash and Personal checks will not be accepted. Note: Checks must be for the *exact amount* as the DHS office does not give out change.
7. Individuals will be rescheduled if they do not have the correct form of payment.
8. **At the time of your appointment you must have the following in hand:**
 - a) Current Government issued Identification (ID) with a photograph.
 - b) Completed and signed DHS 948 (08/19/13) form.
 - c) Money order or cashier's check of \$16.50 made payable to: **Hawaii Criminal Justice Data Center**.
9. Individuals will sign-in for their scheduled appointment in the sign-in log at the DHS office. Designated staff will then provide further instructions to the fingerprinting process.

PART II: ANNUAL CRIMINAL HISTORY REQUIREMENTS

All license exempt providers and their adult household members shall submit the completed and signed DHS 948 (08/19/13) form and return it to their assigned DHS office for processing.

ANY QUESTIONS REGARDING THE RESULTS OF CRIMINAL HISTORY CHECK CLEARANCES SHALL BE DIRECTED TO THE DEPARTMENT OF HUMAN SERVICES, AND NOT TO THE HAWAII CRIMINAL JUSTICE DATA CENTER. PLEASE CONTACT THE ASSIGNED DHS UNIT AT _____.
(Office Phone #)

PART III: CHILD AND ADULT ABUSE/NEGLECT CLEARANCE REQUESTORS

The completed DHS 948 (08/19/13) form shall also be used by the Department of Human Services to conduct a child and adult abuse/neglect history check clearance.